

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department of Consumer and Regulatory Affairs**

**Department of Consumer and Regulatory Affairs (DCRA)**  
**Administrative Issuance System**

**DCRA Bulletin No. 5-02U-09**

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**SUBJECT: Establishment of DCRA's Policy on Department of Employment Services (DOES) Project Empowerment Recruitment and Hiring**

**EFFECTIVE DATE: October 27, 2009**

**EXPIRATION OR REPLACEMENT: Upon revision**

**PURPOSE AND AUTHORITY:**

This DCRA Administrative Issuance bulletin establishes the procedures for the recruitment and hiring of DOES Project Empowerment employees.

**SCOPE:**

- All current managers, supervisors, and division deputies within DCRA.
- Any questions regarding recruiting Project Empowerment employees will be resolved by the DCRA Chief of Staff for the particular DOES employee.

**PROVISIONS:**

**Procedures for the Recruitment and Hiring of DOES Project Empowerment Employees**

Effective immediately, below are the procedures to request outside employees from the DOES Project Empowerment Program.

- 1) Any member of the Executive Staff or his appointed designee (hereafter known as the "requestor"), must provide his/her request to hire a Project Empowerment employee(s) in writing. The requestor must send an email to the DCRA Chief of Staff including the reason for the request, specific position to be filled, and length of time needed to complete the job assignment. The email will serve as an official request to hire one or more Project Empowerment employees.
- 2) Once approved, the requestor may contact Ed Moody, DOES Project Empowerment Representative at (202) 698-3753 to describe the nature of the

*NOTE: DAIS Bulletins are strictly procedural in nature and have direct applicability only to DCRA employees under the authority of the Director*

**INQUIRIES:** DCRA, Office of Chief of Staff, 202-442-8944

**DISTRIBUTION:** Director, Deputy Directors, Program Managers, Division Chiefs, and DCRA employees

**BULLETIN EXPIRES:** October 20, 2010

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work request and begin the formal application process via DOES Host Agency Agreement.

- 3) Upon receiving the Host Agency Agreement from the Project Empowerment Program, the Executive Staff member or the Department Deputy must fully complete the application and provide signature of authorization as the Host Agency Representative. The deputy must also designate a program area Worksite Supervisor to provide a signature of authorization. The Worksite Supervisor will provide daily management of the DOES/Project Empowerment employee as well as progress reports on the employee's performance to the DOES Project Empowerment Representative.
- 4) Once the Host Agency Agreement has been returned to the DOES Project Empowerment Representative for signature, the deputy must request a signed copy of the Host Agency Agreement be returned back to the agency.
- 5) All Project Empowerment employees will receive a Kastle Card to access his/her specific office and workstation. The Worksite Supervisor will be responsible for ensuring that the employee receives the Kastle Card through the Support Services Division. If a computer workstation is available for use, the employee may also use this station to conduct job duties according to their Worksite Supervisor's request. Worksite Supervisors will be responsible for ensuring that employees follow the District's policies on Appropriate Computer Use. If employees are found to abuse the District's policy on Appropriate Computer Use, the employee may be immediately recommended for termination. Upon completion of the job assignment, the Worksite Supervisor will ensure that the computer workstation is fully operational.
- 6) All executed Host Agency Agreements must be returned to the Office of the Chief of Staff in order to properly maintain and track the names of those persons hired by the agency through the program, the total number of Project Empowerment employees staffed by the agency, the worksite locations, and the type of work performed by the Project Empowerment staff.
- 7) Any requests to remove a Project Empowerment employee must first be submitted by email to the Chief of Staff, to include the reason for termination. After the termination request has been approved, the deputy may contact Project Empowerment Representative to officially begin the termination process through DOES.
- 8) In the event of a termination of a Project Empowerment employee, the Chief of Staff must receive a final email notification with the date of release. The deputy will ensure that collection of DCRA/government accountable items issued to the DOES Project Empowerment employee are collected prior to termination.

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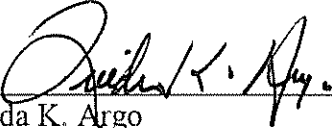
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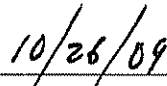
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For additional information or clarification, please contact Carol Washington, Chief of Staff at (202) 442-8944.

  
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Linda K. Argo  
Director

  
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Date

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